

MADERA COUNTY

SPECIAL DISTRICTS ROAD MANAGER

DEFINITION

Under administrative direction, to manage, supervise, and coordinate the activities and operations of County-operated maintenance districts and service areas including the maintenance of roads and drainage systems in accordance with Federal, State, and local laws; to conduct field inspections of road-related construction projects within the County right-of-way; to ensure that road construction and road related work is completed in conformance with applicable standards, specifications, and laws; to answer questions concerning road maintenance and construction requirements and regulations; to perform complex office and field technical assistance for operations of road maintenance and construction; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Special Districts Road Manager is a single class that reports to the Deputy Road Commissioner and oversees special districts road and highway construction projects. This class is utilized within the Road Department and is responsible for the management of County operated maintenance districts and service areas.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Manages and coordinates County-operated maintenance districts and service areas including road and drainage systems; supervises, assigns, coordinates, and reviews the work of assigned staff; participates in the development and implementation of goals, objectives, policies, maintenance methods and procedures for specified areas of responsibility; identifies and recommends strategies for the efficient maintenance of road and drainage facilities; reviews maintenance alternatives with appropriate management staff; coordinates contracts and related documents; participates in the development and administration of assigned budgets and manages expenditures; administers funds and develops tracking, reporting and evaluation systems; works closely with the County Auditor and Road Department staff to monitor available funding for various maintenance districts and service areas; develops work schedules for maintenance procedures; reviews plans and specifications for a variety of construction projects, ensuring compliance with requisite construction standards and ordinances; visits project sites to anticipate and resolve potential problems; monitors sub-recipients; provides inspection for subdivision improvements for roads and drainage systems; provides on-site supervision during emergency situations; coordinates assigned services and activities with those of other departments, outside agencies and organizations; assists in the preparation of reports required by other government agencies; maintains master files and monitors all paperwork connected with road special districts and service areas; assists with the development of projects related to assigned areas including preparation of required modifications to roads and drainage systems; coordinates and schedules

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maintenance, repairs, construction and inspection of roads and drainage projects; investigates public complaints regarding road conditions and schedules necessary repairs; investigates violations of ordinances regarding right-of-way, and notifies appropriate parties of the necessary corrections; coordinates with work crew Supervisors to provide road side brush cutting, culvert cleaning, and other miscellaneous road related maintenance projects; coordinates and informs emergency services and the public of anticipated road closures, detours, traffic delays and construction projects; studies district and project files to become familiar with district and project information; collects material samples to verify work progress and material consistency; prepares contract change orders and recommends payments; assists the public, engineers, sub-dividers, developers, and contractors with the interpretation of program policies, codes and ordinances related to roads and drainage systems; assist office staff, County officials and the public with miscellaneous road maintenance issues.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Pertinent Federal, State, and local laws, codes, and regulations including those related to Road Department operations.
Principles of supervision, training and performance evaluation.
Construction activities, grading activities, and County roads, drainage systems, and rights-of-ways.
Basic principles of civil engineering applicable to the planning, design and construction of roads, drainage systems and intense routine maintenance of road way surfaces and drainage systems.
Basic principles and practices of budget development, preparation and expenditure control.
Strength properties and uses of construction materials.
Appropriate standards and specifications for construction work.
Methods of materials, tools, equipment, mathematics, and procedures used in the construction and maintenance of roads and drainage systems.
Proper inspection techniques and procedures.
Principles, practices, safety requirements and laws effecting the maintenance, construction, and operations of road systems.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Manage and coordinate road construction and maintenance activities.
Supervise, assign, coordinate, and review the work of assigned staff.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Apply technical knowledge of construction work.
Use sound inspection techniques to examine workmanship and to detect deviations from plans, and standard construction practices.
Read and interpret plans, diagrams, specifications, survey stakes and notes.
Perform a variety of technical engineering work.
Prepare cost estimates, budgets, correspondence and status reports.
Make mathematical calculations quickly and accurately.
Keep accurate records on maintenance districts and service areas.
Prepare a variety of reports and board letters.
Explain construction regulations and requirements to contractors, developers, and the general public.
Effectively represent the Road Department to citizens, community groups, contractors, and other governmental agencies.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted within the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two (2) years of civil engineering experience or four (4) years of increasingly responsible experience in the maintenance and construction of roads and highways including one (1) year of supervisory experience.

Training:

Equivalent to the completion of a Bachelor's degree from an accredited college or university with major course work in civil engineering, construction management or a related field.

License or Certificate:

Possession of, or ability to obtain, a valid California Class 'C' driver's license.

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Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment with the ability to stand, walk, kneel, crouch, stoop, squat, twist, climb, and lift 50 lbs; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations; availability for emergency call outs.

Effective Date: October, 2007